

**NMS**

**Standard 1 Statement of Boarding Principles and Practice**

Folder numbers	Department	Folder contents	Person responsible	Location of records
13	Boarding	Training	HOB (RM)	Boarding Office (HOB)
14	Boarding	Practice review	HOB (RM)	Boarding Office with HOB (RM)
18	Boarding	Staff and student handbooks	HOB (RM)	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB (RM)

**Standard 2 Boarders' Induction and Support**

Folder numbers	Department	Folder contents	Person responsible	Location of records
18	Boarding	Staff and student handbooks	HOB (RM)	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB (RM)
21	Boarding	Student induction boarding	HOB (RM)	Student files – bunker

**Standard 3 Boarders' Health and Well-being**

Folder numbers	Department	Folder contents	Person responsible	Location of records
10	Boarding	Staffing	HOB (RM)	Boarding office with HOB (RM)/HR Office

11	Boarding	Rotas	(HOB)	Boarding Office with HOB (RM)
13	Boarding	Training	HOB (RM)	Boarding Office (HOB)
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron

#### Standard 4 Contact with Parents/Carers

Folder numbers	Department	Folder contents	Person responsible	Location of records
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#### Standard 5 Boarding Accommodation

Folder numbers	Department	Folder contents	Person responsible	Location of records
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron
34	Facilities	Building regulations checklists	GS/HHS	Facilities office
35	Facilities	Building safety checklists	HHS	Facilities office
36	Facilities	Building files	GS/HHS	Facilities office
37	Facilities	Maintenance	GS	Facilities office
38	Facilities	Contractors	GS/HHS/HR	Facilities office/HR office
43	Domestic	Domestic staff rota	Matron	Matron's Office
44	Domestic	Domestic supplies	Matron	Matron's Office

45	Domestic	Monthly checklists	HHS Manager	HHS Office
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office
54	Health and Safety	House health and safety files	HHS Manager	HHS office

### Standard 6 Safety of Boarders

Folder numbers	Department	Folder contents	Person responsible	Location of records
10	Boarding	Staffing	HOB (RM)	Boarding office with HOB (RM)/HR Office
11	Boarding	Rotas	HOB (RM)	Boarding Office with HOB (RM)
18	Boarding	Staff and student handbooks	HOB (RM)	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB (RM)
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office

**Standard 7 Fire Precautions and Drills**

Folder numbers	Department	Folder contents	Person responsible	Location of records
53	Health and Safety	Fire Safety	HHS Manager	HHS office

**Standard 8 Provision and Preparation of Food and Drinks**

Folder numbers	Department	Folder contents	Person responsible	Location of records
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron
40	Catering	Environmental Health records	Catering Manager	Catering Office (FB)/Health and Safety (AH)
41	Catering	Food Hygiene records	Catering Manager	Catering Office (FB)
42	Catering	Kitchen records – temperatures etc	Catering Manager	Catering Office (FB)/Health and Safety (AH)

**Standard 9 Boarders' Possessions**

Folder numbers	Department	Folder contents	Person responsible	Location of records
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron
45	Domestic	Monthly checklists	HHS Officer	HHS Office

**Standard 10 Activities and Free Time**

Folder numbers	Department	Folder contents	Person responsible	Location of records
12	Boarding	Activities schedules	(HOB)	Boarding Office with HOB (RM)
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office

**Standard 11 Child Protection**

Folder numbers	Department	Folder contents	Person responsible	Location of records
10	Boarding	Staffing	HOB (RM)	Boarding office with HOB (RM)/HR Office
11	Boarding	Rotas	(HOB)	Boarding Office with HOB (RM)
13	Boarding	Training	HOB (RM)	Boarding Office (HOB)
18	Boarding	Staff and student handbooks	HOB (RM)	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB (RM)
19	Boarding	Trip Forms (boarding)	HOB (RM)	Boarding Office
20	Boarding	Boarding House Checks	HOB (RM)	Wellbeing Hub – Matron

### Standard 12 Promoting Positive Behaviour and Relationships

Folder numbers	Department	Folder contents	Person responsible	Location of records
13	Boarding	Training	HOB (RM)	Annually
47	Teaching	PSHE Schemes of work and evidence	Academic Principal	Z Drive/Microsoft Teams

### Standard 13 Management and Development of Boarding

Folder numbers	Department	Folder contents	Person responsible	Location of records
10	Boarding	Staffing	HOB (RM)	Boarding office with HOB (RM)/HR Office
11	Boarding	Rotas	(HOB)	Boarding Office with HOB (RM)
15	Boarding	Appraisal of boarding staff	HOB (RM)	Boarding Office with HOB (RM)
16	Boarding	Action Plan	HOB (RM)	Boarding Office with HOB (RM)
17	Boarding	Development of boarding	HOB (RM)	Boarding Office with HOB (RM)
22	Boarding	NMS self-assessment	HOB (RM)	Boarding Office. Copy also with KS

### Standard 14 Staff Recruitment and Checks on Other Adults

Folder numbers	Department	Folder contents	Person responsible	Location of records
13	Boarding	Training	HOB (RM)	Boarding Office (HOB)

55	HR	Single Central Register	HR Manager	HR office
56	HR	Job descriptions	HR Manager	HR office/KS computer
57	HR	Staff absence	HR Manager/SIMS/ Payroll	Employee files
58	HR	Safer recruitment practise	HR Manager	Employee files
59	HR	Staff induction	HR Manager	Employee files
60	HR	Appraisal of Administrative staff	HR Manager/Head of relevant department	Employee files
61	HR	Staff personnel files	HR Manager	Employee files

#### Standard 15 Staffing and Supervision

Folder numbers	Department	Folder contents	Person responsible	Location of records
10	Boarding	Staffing	HOB (RM)	Boarding office with HOB (RM)/HR Office
11	Boarding	Rotas	HOB (RM)	Boarding Office with HOB (RM)
13	Boarding	Training	HOB (RM)	Boarding Office (HOB)
14	Boarding	Practice review	HOB (RM)	Boarding Office with HOB (RM)

15	Boarding	Appraisal of boarding staff	HOB (RM)	Boarding Office with HOB (RM)
34	Facilities	Building regulations checklists	GS/HHS	Facilities office
35	Facilities	Building safety checklists	HHS Manager	Facilities office
36	Facilities	Building files	GS/HHS	Facilities office
37	Facilities	Maintenance	GS/HHS	Facilities office

#### Standard 16 Equal Opportunities

Folder numbers	Department	Folder contents	Person responsible	Location of records
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#### Standard 17 Securing Boarders' Views

Folder numbers	Department	Folder contents	Person responsible	Location of records
1	General	School Policies	Principals	Reception with PA
9	General	Meeting Minutes	Principals	PA Computer + meeting minutes file
17	Boarding	Development of boarding	HOB (RM)	Boarding Office with HOB (RM)
18	Boarding	Staff and student handbooks	HOB (RM)	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB (RM)

#### Standard 18 Complaints



Folder numbers	Department	Folder contents	Person responsible	Location of records
7	General	Complaints	Principals	KS Office
1	General	School Policies	Principals	Reception with PA

#### Standard 19 Prefects

Folder numbers	Department	Folder contents	Person responsible	Location of records
1	General	School Policies	Principals	Reception with PA
9	General	Meeting Minutes	Principals	PA Computer + meeting minutes file

#### Standard 20 Lodgings (Long-stay)

Folder numbers	Department	Folder contents	Person responsible	Location of records
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N/A

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#### PART 1 Quality of education provided

Folder numbers	Department	Folder contents	Person responsible	Location of records
47	Teaching	Curriculum plans, Schemes of work and evidence - inc. PHSE	Academic Principal	Z Drive/Microsoft Teams
48	Teaching	Appraisal of	Academic Principal	MS Office/HR files

49	Teaching	Appraisal of Heads of Year and Heads of Department	Academic Principal	MS Office
50	Teaching	Class profiles	Academic Principal	SIMS
51	Teaching	Special Educational Needs records and interventions	SENCO	SEN room

**PART 2** Spiritual, moral, social and cultural development of pupils

Folder numbers	Department	Folder contents	Person responsible	Location of records
46	Teaching	Schemes of Work	Academic Principal	Z Drive/MS Teams

**PART 3** Part 3 Welfare, health and safety of pupils

Folder numbers	Department	Folder contents	Person responsible	Location of records
2	General	Management of staff allegations	Principals	HR office in personnel files
4	General	Attendance	Principals	Attendance Officer in the Hub
6	General	Trip Forms (Educational)	Principals	MS Computer
23	Safeguarding	Welfare Plans	DSL (RMC)	HUB with DSL (RM)

24	Safeguarding	Safeguarding policies	DSL (RMC)	HUB with DSL (RM)
25	Safeguarding	Welfare Forms	DSL (RMC)	Electronic System in HUB (My Concern)
26	Safeguarding	Safeguarding Files	DSL (RMC)	Electronic System in HUB (My Concern)
27	Safeguarding	Weekend Leave	HOB (RM)	Boarding Office with HOB (RM)
28	Safeguarding	Safeguarding Training Records	Deputy DSL (AJ)	Hub with SO (stored AJ on computer)
29	Medical	Healthcare Plans	Head Nurse	BHS
30	Medical	Administration of medicines	Head Nurse	BHS
31	Medical	Healthcare	Head Nurse	BHS
32	Medical	Medical conditions	Head Nurse	BHS
33	Medical	First Aid	Head Nurse	BHS and SIMS. Policies folder with secretary
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office
40	Catering	Environmental Health records	Catering Manager	Catering Office (FB)/Health and Safety (AH)
41	Catering	Food Hygiene records	Catering Manager	Catering Office (FB)

42	Catering	Kitchen records – temperatures etc	Catering Manager	Catering Office (FB)/Health and Safety (AH)
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office
53	Health and Safety	Fire Safety	HHS Manager	HHS office
54	Health and Safety	House health and safety files	HHS Manager	HHS office
62	Admin	CAS	International Admissions	Admissions office
64	ICT	Internet Smoothwall	Deputy DSL (AJ)	Wellbeing Hub

**PART 4** Suitability of staff, supply staff and proprietors

Folder numbers	Department	Folder contents	Person responsible	Location of records
55	HR	Single Central Register	HR Manager	HR office
56	HR	Job descriptions	HR Manager	HR office/KS computer
57	HR	Staff absence	HR Manager/SIMS/ Payroll	Employee files
58	HR	Safer recruitment practise	HR Manager	Employee files

59	HR	Staff induction	HR Manager	Employee files
60	HR	Appraisal of Administrative staff	HR Manager/Head of relevant department	Employee files
61	HR	Staff personnel files	HR Manager	Employee files

**PART 5 Premises and accommodation**

Folder numbers	Department	Folder contents	Person responsible	Location of records
34	Facilities	Building regulations checklists	GS/HHS	Facilities office
35	Facilities	Building safety checklists	HHS Manager	Facilities office
36	Facilities	Building files	GS/HHS	Facilities office
37	Facilities	Maintenance	GS/HHS	Facilities office
38	Facilities	Contractors	GS/HHS/HR	Facilities office/HR office
43	Domestic	Domestic staff rota	Matron	Matron's Office
44	Domestic	Domestic supplies	Matron	Matron's Office
45	Domestic	Monthly checklists	HHS Officer	HHS Office

**PART 6 Provision of information**

Folder numbers	Department	Folder contents	Person responsible	Location of records
1	General	School Policies	Principals	Reception with PA
3	General	Strategic development plan	Principals	MS Computer
5	General	Exclusions records	Principals	Spreadsheet on SO (AJ) computer and file in cabinet in the HUB.
7	General	Complaints	Principals	KS Office
8	General	Student files	Principals	School Office
9	General	Meeting Minutes	Principals	PA Computer + meeting minutes file
63	ICT	GDPR Compliance	Compliance officer	HR office /computer

**PART 7** Manner in which complaints are to be handled

Folder numbers	Department	Folder contents	Person responsible	Location of records
7	General	Complaints	Principals	KS Office

**PART 8** Quality of leadership in and management of schools